## **WESTGATE PRIMARY SCHOOL**

## MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON MONDAY 21st JANUARY 2019:

**Present:** Helen Carpenter (HC); Andrew Ross - Chair (AR); Alice Joughin – minutes (AJ); Susan Carson (SC); Neil Richardson (NR)

Item	Minutes	Action
1.	Apologies:	
	Amy Bleasdale	
2.	Minutes & Matters Arising:	
	School fund has been audited	
	<ul> <li>SIMS AGORA Online payments update provided to committee – query logged with provider in relation to issue arisen regarding reconciliation of accounts</li> </ul>	
	<ul> <li>Query raised in relation to reminding parents of payments due via SIMS Agora system to prevent budget falling in arrears – reminders are already being sent out to accounts when specific amount is due but suggestion to introduce a regular reminder</li> </ul>	
	<ul> <li>Fee from using online system is now being added onto future costs to parents so going forward should not present an issue</li> </ul>	
3.	Finance:	
	i) Budget Update (56/237)	
	Supply teaching staff budget is over but all accounted for - HC to provide cover where possible and other staff to act up where possible.	
	Gas and electricity below budget – owing to billing issues looks lower than it actually is. Electricity usage has increased – under review to check this doesn't creep up again.	
	<ul> <li>Early years block funding – paid each term so not received all funds for this year yet.</li> </ul>	
	'Training' income – for delegate from cluster of schools to attend training our school arranged	
	ii) Extended Budget (10/237)	
	'Budget?' was due to issues getting onto the system – now on the system	
	<ul> <li>Copy of extended budget - approved at meeting – forecast contingency of £6,200 for 2018/19 – needs to be approved by chair at general meeting</li> </ul>	RW/HC
	iii) SBS Overview	KW/nC
	Music charges yet to come out of the fund	
	Martin house yet to go out.	
	Residential to Herd Farm yet to go out (payments have come in but not gone out yet)	
	<ul> <li>Query raised in relation to trips as expenditure is significantly higher than income – HC to check with AB. Cheque for £1006.50 for Jorvick trip in July (2017/18) did not clear until 2018/19</li> </ul>	HC/AB

Query raised in relation to Friends of Westgate figures – HC to check with AB. <i>Income was from Roller Racing.</i>	AB
(ii) Reception numbers for Sept 2019– birth rate is falling so will consider further in full meeting but may not be full	
(iii) School benchmarking report card.	
Teaching higher – but good quality teaching for outlay	
(iv) Update online payment take-up	
As discussed in matters arising. Uptake is increasing – charges being added to costs going forward.	
Amendments to budget reviewed –	
Staffing due to absences and recruitment.	
Amendments come out of our contingency.	
<ul> <li>Lunchtime support staff – queried whether this is due to position not having been filled – HC confirmed instead of replacing one FTE, 2x part time workers hours have been increased – equates to less than 1x FTE.</li> </ul>	
<ul> <li>Teaching assistant – have had to appoint in Y4 due to need.</li> </ul>	
<ul> <li>Query as to why training and recruitment has been increased – additional training that had not been budgeted for – Early years maths training.</li> </ul>	
<ul> <li>Other services increase – to reflect outstanding invoices – charge to PE partnership with Prince Henry's has increased – HC confirmed expenses covered under this heading.</li> </ul>	
<ul> <li>Catering income has decreased – to be checked with AB (expenditure is twice the income) – potentially due to free school meals? Universal FSM income comes under Government Grants.</li> </ul>	AB
Amended budget to be approved by Chair	RW/HC
Educational Visits:	
Several trips where parental income lower than projected income – need to review as to whether this becomes a regular occurrence	
Breakdown provided of all trips, including projected shortfalls against actual School Fund subsidies.	
Schools Financial Value Standard (SFVS):	
(i) Section C – Value for Money	
Q14 Does the school benchmark its income and expenditure annually against that of similar schools and investigate further where any category appears to be out of line? Yes – benchmarking report card	
Q15 Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money? Yes – procurement procedure for big outlay. Use Leeds council framework to ensure we're with best supplier – recently	
	(ii) Reception numbers for Sept 2019— birth rate is falling so will consider further in full meeting but may not be full (iii) School benchmarking report card. Teaching higher – but good quality teaching for outlay (iv) Update online payment take-up As discussed in matters arising. Uptake is increasing – charges being added to costs going forward.  Amendments to budget reviewed –  Staffing due to absences and recruitment.  Amendments come out of our contingency.  Lunchtime support staff – queried whether this is due to position not having been filled – HC confirmed instead of replacing one FTE, 2x part time workers hours have been increased – equates to less than 1x FTE.  Teaching assistant – have had to appoint in Y4 due to need.  Query as to why training and recruitment has been increased – additional training that had not been budgeted for – Early years maths training.  Other services increase – to reflect outstanding invoices – charge to PE partnership with Prince Henry's has increased – HC confirmed expenses covered under this heading.  Catering income has decreased – to be checked with AB (expenditure is twice the income) – potentially due to free school meals? Universal FSM income comes under Government Grants.  Amended budget to be approved by Chair  Educational Visits:  Several trips where parental income lower than projected income – need to review as to whether this becomes a regular occurrence  Breakdown provided of all trips, including projected shortfalls against actual School Fund subsidies.  Schools Financial Value Standard (SFVS):  (i) Section C – Value for Money  Q14 Does the school benchmark its income and expenditure annually against that of similar schools and investigate further where any category appears to be out of line? Yes – benchmarking report card with meet legal requirements and secure value for money? Yes – procurement procedures for purchasing goods and services that both meet legal requirements and secure value for money? Yes – procurement procedure for big outlay. Use Leeds

	transferred printing, as below	
	Q16 Are balances at a reasonable level and does the school have a clear plan for using the money it plans to hold in balances at the end of each year? Yes – review budget regularly	
	Q17 Does the school maintain its premises and other assets to an adequate standard to avoid future urgent need for replacement? Yes – H&S committee – take action when required. Audit premises regularly.	
	Q18 Does the school consider collaboration with others, eg on sharing staff or joint purchasing, where that would improve value for money?  Yes – family of schools training, contribution to cluster, Leeds framework	
	Q19 Can the school give examples of where it has improved the use of resources during the past year? Yes – printer in both buildings and still paying less than we were for the single machine. Used the council framework to locate best supplier.	
6.	Policies:	
	(i)Charging and remissions Policy	
	Model policy - approved	
	(ii)Complaints Policy	
	Model policy - approved	
	(iii)Probationary Policy	
	Model policy – approved	
	HC to check contracts include provision of probationary period	НС
	Statement of Internal controls	
	Due to be reviewed. This is a retrospective document so 2018/19 already completed. Next audit will be done in the summer meeting ready for Sept 2019.	
7.	Staffing Update:	
	PC still off ill – aiming for phased return before Easter holidays – reduction in working hours (0.5 to 0.4 hours)	
	JN on maternity	
	HI on maternity	
	MP covering HI maternity cover	
	HR anticipated to return May half term – to be confirmed	
	GE – new TA appointed to reception.	
	AM – appointed to Y4 due to looked after pupil	

VF off ill – not expected to be long term

	JC providing release time	
8.	Pupil Premium	
	(i) Update on PP plans and spending	
	<ul> <li>Discussed strategy and acknowledged strengths of the school in this regard</li> </ul>	
	<ul> <li>Interventions have been changed to reflect what had a notable impact of learning</li> </ul>	
	PP Spend Strategy to be published on website	HC
9.	AOB:	
	• N/A	
	Next Committee Meeting:	
10.	Thursday 25 <sup>th</sup> April 2019 @ 6pm	